

If you believe you have been **erroneously denied** a firearm transfer based on a match to a record returned by the National Instant Criminal Background Check System (NICS), you may request an appeal of your deny decision. The provisions for appeals are outlined in the NICS Regulations at Title 28, Code of Federal Regulations, Part 25.10, and Subsection 103 (f) and (g) and Section 104 of the Brady Handgun Violence Prevention Act of 1993.

## Requesting an Appeal

**You** may request the reason for your denial by **writing** to:

**Federal Bureau of Investigation  
Criminal Justice Information Services Division  
NICS Section  
Appeal Services Team, Module A-1  
Post Office Box 4278  
Clarksburg, WV 26302-4278**

You **must** include the **required information** (listed *below*) along with your appeal request:

- (1) **FULL NAME**
- (2) **COMPLETE MAILING ADDRESS**
- (3) **NICS TRANSACTION NUMBER (NTN) or  
STATE TRANSACTION NUMBER (STN)**

**You** may also request the reason for your denial through the NICS Section's Appeal Web site or via the NICS Section's Appeal facsimile listed on the back of this brochure.

***Failure to submit all required appeal information may result in the rejection of your appeal request.***

An **Official FBI Fingerprint Card** is included. The submission of your (rolled or a hard copy of your electronically scanned) fingerprints may help accelerate the appeal process. **NOTE: *Appeal Fingerprint Cards are not accepted via facsimile.***

The NICS Section's Appeal Services Team (AST) will respond to your initial appeal request by providing you with the general reason for denial within five business days.

## Appealing your Denial

The following information outlines the steps you must take to either challenge your record or make a claim the record used as the basis for your **denial** does not pertain to you.

### Questions of Identity

In cases involving criminal history records, if fingerprints are not submitted along with your initial appeal request, you may subsequently be **required** to submit your fingerprints to establish positive proof of your identity. If your fingerprints are required by the NICS Section and you wish to further the appeal process, you must have your fingerprint impressions rolled or electronically scanned by law enforcement or another authorized fingerprinting agency. The agency preparing your fingerprints must provide an agency name, address, telephone number, and an Originating Agency Identification number (as assigned by the FBI) and the legible signature of the person who rolled your fingerprints on the fingerprint card. The reason fingerprinted should be marked "For NICS Purposes." The omission of any required information (as listed above) may result in a rejection of your fingerprint card.

**NOTE:** Specific appeal information can **only** be provided to you once positive proof of identity has been established via the submission of your fingerprints.

### Record Challenges

You may challenge the accuracy of the record used in the evaluation of your denial or declare

your rights to obtain a firearm have been restored, etc. If you have additional information (e.g., court documentation) to assist the AST in correcting or updating the record, you should include the information with your written correspondence.

If the AST is unable to resolve your appeal, you will be provided referral information to contact the agency maintaining the record. For correction of the record, you must follow procedures established by the state or federal agency maintaining the original record. You may submit any information to the originating agency to assist with the correction or update of your record. (***This may also help accelerate the appeal process for you.***) If the **originating agency** corrects your record, the AST must be notified and provided documentation indicating such. The AST will evaluate and verify the information and provide you with a decision on your appeal **in writing**.

### Appeal Inquiry

All appeal inquiries must be directed to the AST **in writing**. Due to the Privacy Act of 1974, specific information cannot be disseminated to you via the telephone.

## Successful Appeal

If your appeal is successful, you will be notified by the AST, via U.S. mail, your denial has been overturned and you currently have no firearm prohibitions. You will be issued documentation which **must** be presented to the Federal Firearms Licensee who initiated your background check.

# NICS

## What Prohibits an Individual From the Transfer or Possession of a Firearm?

A deny message from the NICS indicates either you or another individual with a similar name and/or similar descriptive features has been matched with either **federally** prohibitive criteria (listed below) or state prohibitive criteria.

Section 922(g) of the Gun Control Act prohibits certain persons from shipping or transporting any firearm in interstate or foreign commerce, or receiving any firearm which has been shipped or transported in interstate or foreign commerce, or possessing any firearm in or affecting commerce. **These prohibitions apply to any person who:**

### 18, U.S.C. §922 (g) (1)

Has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year

### 18, U.S.C. §922 (n)

Is under indictment for a crime punishable by imprisonment for a term exceeding one year

### 18, U.S.C. §922 (g) (2)

Is a fugitive from justice

### 18, U.S.C. §922 (g) (3)

Is an unlawful user of or addicted to any controlled substance

### 18, U.S.C. §922 (g) (4)

Has been adjudicated as a mental defective or committed to a mental institution

### 18, U.S.C. §922 (g) (5)

Is illegally or unlawfully in the United States

### 18, U.S.C. §922 (g) (6)

Has been discharged from the Armed Forces under dishonorable conditions

### 18, U.S.C. §922 (g) (7)

Having been a citizen of the United States, has renounced U.S. citizenship

### 18, U.S.C. §922 (g) (8)

Is subject to a court order that restrains the person from harassing, stalking, or threatening an intimate partner or child of such intimate partner

### 18, U.S.C. §922 (g) (9)

Has been convicted in any court of a misdemeanor crime of domestic violence

Please reference the Federal Register, Volume 62, Number 124, Rules and Regulations, for more complete definitions of the prohibiting categories.

**Note:** If denied, your name will be included in a file accessible to law enforcement.

## NICS Information:

**NICS Customer Service**  
**1-877-FBI-NICS(324-6427)**

**NICS Appeal Facsimile**  
**1-304-625-0535**

**Telecommunications Device  
for the Deaf (TDD)**  
**1-877-NICS-TTY**

**NICS Web Site**  
**[www.fbi.gov/hq/cjisd/nics.htm](http://www.fbi.gov/hq/cjisd/nics.htm)**

**NICS E-mail Address**  
**[a\\_nics@leo.gov](mailto:a_nics@leo.gov)**

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# NICS

## Guide for Appealing a Firearm Transfer DENIAL



## Your Rights and Responsibilities

**NTN:** \_\_\_\_\_